

**Consent form for Council non-school staff commissioning
photography of children**

To: Name of parent or guardian _____

Name of child: _____

School child attends (if applicable): _____

Location of photograph: _____

Wakefield MDC would like to *take photographs / *make a video/webcam recording of your *child / *children for promotional purposes. These images may appear in our printed publications, on video, on our website, or on all three.*
(*Please delete as appropriate.)

To comply with the Data Protection Act 1998, we need your permission before we take any images of your*child / *children. Please answer questions then sign and date the form where shown. **Please return the completed form to:**

(Insert the name of the person commissioning the photography and the return address.)

If photographs or recordings of school groups are organised and individual children cannot be easily identified, headteachers must find out whether any parents do not want their child to be in the photograph. **Headteachers should return the completed form to the address shown above.**

Please circle
your answer

To the parent:

May we use your child's image in our printed promotional publications?	Yes / No
May we use your child's image on our website?	Yes / No
May we distribute your child's image to the media?	Yes / No
May we record your child's image on our promotional videos?	Yes / No

To the headteacher:

I have checked which parents are happy for their children's images to be used in Wakefield MDC printed publications, on its website, on video, or on all three. **Yes / No**

Please note that websites can be viewed throughout the world, and not just in the United Kingdom, where UK law applies. Please also note that the conditions for use of these images are on the back of this form

I have read and understood the conditions of use on the back of this form.

Your signature: _____ Date: _____

Your name (capitals): _____

Conditions of use

This form is valid for *one year from the date of signing / *for this project only. Your consent will automatically expire after this time.

We will not re-use any images *after this time / *after the project is completed.

We will not include details or full names (which means first name and surname) of any child or adult in an image on our website, on video, or in printed publications, without good reason. For example, we may include the full name of a competition prizewinner if we have their consent. However, we will not include the full name of a model used in promotional literature.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in printed publications.

If we use images of individual pupils, we will not use the name of that child in the accompanying text or photo caption without good reason. And if a pupil is named in the text, we will not use a photograph of that child to accompany the article without good reason. For example, we may include a picture and full name of a competition prizewinner if we have their consent. However, we will not include a picture and full name of a model used in promotional literature.

We may use group or class images with very general labels, such as “a science lesson” or “making Christmas decorations”.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

*Please delete the option that does not apply.